



Mentor Contract:

Welcome to being a mentor! As you remember from your first time in China this trip can be pretty overwhelming at first. As a mentor, your job is to help your mentees adjust to the culture, teaching schedules, and just China in general. Mandarin Bridge has developed a very effective way to ensure that each of you and your mentees have a fabulous time this semester.

You're getting a killer deal on this trip to China because you've agreed to mentor and support the first time volunteer teachers. The following is a summary of your responsibilities as a mentor. Take these responsibilities seriously.

1. Establish contact and build trust with your assigned mentees as soon as your group is assigned. Email them, help them add Wechat, and set up a Wechat group. You'll use this group to:
 - a. Share helpful tips about packing, traveling, lesson planning, teaching, adjusting to the culture, eating, health, and answer any questions or concerns that may arise throughout the semester.
 - b. Contact Paula if a topic, question, or concern arises that you don't know how to answer.
2. Once you've arrived in China, you'll keep in daily contact with each of them for the first 2 weeks. Just a little Wechat message to check up and say hi might do for some people while others might need longer pep talks.
3. Schedule a weekly interview time with each of your mentees. Accept the fact that you are going to be asking them some personal questions. Remember they're probably not going to feel comfortable enough to confide in you without any prompting, especially in the beginning. It's better to ask them if they've eaten 3 meals a day too many times than to find out from some else that they haven't eaten in 5 days.

Initial: _____

4. The following is a list of categories that should be discussed during each of your interviews with of your mentees:

- ☐ Apartment
- ☐ Schedule
- ☐ Lesson planning
- ☐ Health
- ☐ Water
- ☐ Food/stipend
- ☐ Internet
- ☐ Travel plans
- ☐ Finances
- ☐ Emotional State
 - ☐ Homesickness
 - ☐ Culture adaptation

5. Possible Specific Questions:

- ☐ How are classes going?
- ☐ What is your favorite lesson so far?
- ☐ Favorite food nearby?
- ☐ Favorite student interaction?
- ☐ How are you adjusting to the Chinese culture?
- ☐ How are you dealing with homesickness?
- ☐ Best thing about China?
- ☐ Are they hanging out with the other teachers?

6. At the beginning of the semester, each mentor will be assigned a day of the week to send in a Mentor Report Email. You should use the following template to streamline the reporting process.

Example

Teacher	Category	Good	Okay	Bad	Notes:
Stephanie	Apartment		X		Sink is leaking
	Schedule	X			No questions
	Lesson planning		X		Helped brainstorm activities
	Teaching		X		Helped w classroom control
	Health	X			No issues
	Water	X			Clean water at their apartment
	Food/stipend			X	Haven't gotten stipend yet, we chatted Paula
	Finances	X			No issues
	Travel plans/help	X			Planning for Shanghai next week
	Internet availability		X		Spotty, but okay
	Emotional State	X			Good attitude
	Social situation	X			Hanging out w other teachers
General Notes:		Easy to contact her. She had a hard time with some of her classes at first, but we brainstormed better activity ideas and how to control the classroom. I suggested she eat more fruits and veggies, but she's still healthy. Keeping a good attitude even on the hard days. Paula needs to talk to the school about the food stipend.			

Initial: _____

7. These reports will be sent to Paula via email, paula@mandarinbridge.org.cn, on your assigned day by 8pm. Reports will be weekly for the first month and then every other week for the rest of the semester.
8. You should contact Paula via Wechat, MandarinBridge, with any pressing questions or concerns, regarding yourself or your mentees, that can't wait until your assigned email time.

By signing this document I _____ understand my role and responsibilities as a mentor for this semester.

Signature _____ Date: _____